Internal memo: 901/47/a – Administration

Date: 05.10.2018

Additional works assigned to admin officer/ manager at sites

Details are given below:

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| Sl.  No | Names | Sites | Work to assign | Remarks | Rent collect follow-up with tenants |
| 01 | Mr. R Sanjay Kumar | KNM | Conveyance | Staff conveyance monthly once. Payment of staff two/four wheeler maintenance charges, as per circular no. 132(d) | Bowenpally & Mahindra Hills |
| 02 | Mr .G. Balakrishna | Vista Homes | ESI | ESI Updation of ESI -staff and contractors (monthly challan’s uploading and payments) | -- |
| 03 | Mr. N. Narender Reddy | PMR II | Updating of Gate passes & Scanning of Documents | Updating of gate passes by quarterly and report to be submitted to MD & Scanning of documents once in month and allot scan IDs | PMR, PMRII, etc |
| 04 | Mr. Ravi | BNC | PF | PF -Updation of PF - staff and contractors (uploading monthly challan’s and staff registration) | Mayflower Grande |
| 05 | Mr. Praveen | SOV | Updataing of Rental database | Updation of HO rental database and to be submitted every month end. | MBMC, Sapphire |
| 06 | Mr. Vijay Bhaskar |  | Updating of Google docs | Monthly verification of Utility payment record online through Google docs, report to be Submitted 7th of every month. |  |
| 07 | Abhinav | AGH | PF- KYC | To explain and updation of KYC by individual staff member – follow up |  |
| 08 | Mr. M. Mahesh | NE | -- | Assists Praveen in updating rental database and collection of rentals (weekly once- convenient time) | RM Mansion, The Mayflower – P&T colony |
| 09 | Mr. Mallesham | SOV | -- | -- | Cherlapally |

Soham Modi